

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, March 7, 2016 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, Member; Luis Zubieta, Member. **ALSO PRESENT:** Gelien Perez, HR Director; Owen Kohler, Assistant City Attorney; and Annette Otaño, Secretary.

ON THE DAIS:

- Updated resume for Mr. Alexis Vazquez (Exam Request – Assistant Director of Parks) requested at the February 1, 2016 Personnel Board Meeting.
- Updated resume for Mr. Einar Valerdi (Exam Request – Recreation Programs Supervisor) requested at the February 1, 2016 Personnel Board Meeting.

AGENDA

1. Request to approve the minutes of the February 1, 2016 Personnel Board meeting.
APPROVED. Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received February 2016.

1. Andrew Campbell	Education and Community Services
2. Todd Hyde	Fire Department
3. Alex Gonzalez	Information Technology
4. Cesar Garcia	Parks & Recreation
5. Fabio Escudero	Police Department
6. LaGaria Tennyson	Public Safety Communications
7. Jessie Acebo	Public Works
8. Anton Wallace	Public Works

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.
3. Report of Leave without Pay for February 2016.
SO NOTED.
4. Report of Civil Service Appointments for February 2016.

1. Mayte Acosta	Education and Community Services
2. Marietta Borges	Fire Department
3. Mercedes Romo	Fire Department
4. Melissa Hernandez	Office of Management & Budget
5. Maykel Lopez	Parks & Recreation
6. Emerly Guzman	Police Department

SO NOTED.

5. Report of Civil Service Resignations for February 2016.

- | | |
|---------------------------|------------------------------|
| 1. Jorge Duranza | Construction and Maintenance |
| 2. Idania C. Echevarria | Finance Department |
| 3. James Bates | Fire Department |
| 4. Randall De La Vega | Fire Department |
| 5. Enrique Garcia-Menocal | Fire Department |
| 6. Howie Smith | Fire Department |
| 7. Aimee Llauro | Law Department |
| 8. Ulysses A. Andara | Parks & Recreation |
| 9. Andres P. Cupas | Parks & Recreation |
| 10. George Vega | Parks & Recreation |
| 11. Eddie J. Garcia | Police Department |
| 12. Norberto J. Lopez | Police Department |
| 13. Cedric Philpot | Police Department |
| 14. Ricardo Rodriguez | Police Department |
| 15. Efrain Vidal | Police Department |

SO NOTED.

6. Report of Maternal/Paternal Leave for February 2016.

- | | |
|---------------------|-------------------|
| 1. Richard Quintero | Police Department |
| 2. Jorge Rodriguez | Police Department |

SO NOTED.

7. Report of Leave of Absence for February 2016. **None.**

8. Request to certify the eligibility list for **Assistant Director of Parks.**

APPROVED. Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.

9. Request to certify the eligibility list for **Assistant Director of Recreation.**

APPROVED. Motion by Ms. Pena. Second by Mr. Alvarez. Passed by unanimous vote.

10. Request to certify the eligibility list for **Director of Parks and Recreation.**

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

11. Request to certify the eligibility list for **Identification Technician I.**

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

12. Request to certify the eligibility list for **Mechanic II.**

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

13. Request to certify the eligibility list for **Parks Crew Foreman.**

APPROVED. Motion by Ms. Pena. Second by Mr. Zubieta. Passed by unanimous vote.

14. Request to certify the eligibility list for **Property Clerk.**

APPROVED. Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

15. Request to certify the eligibility list for **Public Service Aide.**

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

16. Request to approve the **new** civil service classification and job description for the position of **Fire Inspector Supervisor.**

Copy of **new** job description is attached.

Range 53- \$1,506 - \$3,119 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

17. Request to approve the **new** civil service classification and job description for the position of **Office Assistant.**

Copy of **new** job description is attached.

Range 45 - \$939 - \$1,783 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

18. Request to approve the **revised** job description for the position of **Fire Inspector.**

Copy of **revised** job description is attached. (No eligibility list on file.)

Range 52 - \$1,418 - \$2,904 Bi-weekly

APPROVED. Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

19. Request to hear **Unfinished Business.**

20. Request to hear **New Business.**

1. Olga Garcia on re-classification of Zoning Department job descriptions.
2. Chief Anchia acknowledgement of the Personnel Board's cooperation and the HR Department for the change and ease in working with the department.

NEXT PERSONNEL BOARD MEETING: Monday, April 4, 2016 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.